Scott. II 27—104,006 -4-11-48

F&A (1957) Department.

Ms. SERIES.

G.O. NO. 1233

1233

Dated 14/6/57

W.A. at about Rs. 5N - on p/4 K

~~Extract~~ ~~Forwarding~~ ... p 4 of Para below taken and separate fr.

[Despatch Abstract.]

Agriculture — Agl. Research Station, Mangalur. Conversion of the post of clerk into clerk cum typist. and employment of an additional boy. Proposal of the D.A — Approved.

3270/51

Copy of Extract from letter No.K.3.271/51 dated 18th April 1951 from Director of Agriculture, Madras to the Secretary to Government, Food and Agriculture Department, Madras.

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x x x

Sub: Agriculture - Stations - Paddy Breeding Station, Mangalore Continuance of staff - proposals.

Ref: G.O.No.80 Food and Agriculture Department dated 10.1.50.
G.O.MS.No.840 Food and Agriculture dated 3.5.50.

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x x x

4. The post of a clerk-typist is found necessary at this station (instead of one store clerk under the existing sanction) in order to cope up with the increase of work in fair copying. This proposal will involve an extra expenditure of Rs.120/- only per year, being the allowance of the typist. This may please be approved. Sanction of a typewriter for the office of the Superintendent, Paddy Breeding Station, Mangalore may please be granted.

5. The paddy Breeding Station is situated at Kankanady, nearly two miles for the Research Station and town. There are at present only two peons. One is a personal peon of the Superintendent and the other is on office duty. The peon on office duty has to attend to treasury duty also in addition to the work of taking tapals to and from the Post Office. The result is that for a great part of the day there is no peon in the Office. Hence one additional peon is found essential. The extra expenditure on this account would come to Rs.432/- per year as detailed below:-

Pay Rs. 18 x 12	Rs.216/-
Dearness Allowance Rs.18 x 12.	Rs.216

	Rs.432/-

This may please be sanctioned.

x x x x

-True extract-

SUPERINTENDENT. 7/5/51

PKG.
7.5.

9th pay for typist 120.
Pen An. 22
2/19
HAS 5
46.2112

554.4
674 or
700 Rs.

FOOD & AGRI.(K) DEPT.

Sub: AGRICULTURE - Agrl. Research Station, Mangalore - Conversion of the post of Clerk into Clerk-cum-typist and employment of an additional peon - Proposal ~~Sanctioned~~ of the D.A - Approved.

Read again: G.O.MS.No.80 Food and Agri. dated 10.1.19 .
G.O.MS.No.840 Food & Agri. dated 3. 5.1950.
G.O.MS.No.1095 Food & Agri. dated 28.5.1951.

Read also: From the D.A.Lr.No.X.3.371/51 dated 18.4.51.

G.O.MS.No. 1233 dated 14.6.1951.

In G.O.MS.No.80 Food and Agri. dated 10.1.1950, the Govt. sanctioned, among other things, the appointment of a Store clerk on Rs.45-90 for work connected with the extension of the Paddy Breeding Station, Mangalore for a period of one year from the date of employment. The continuance of this post for another year from 15.5.51 has since been sanctioned in G.O.No.MS.1095 Food and Agri. dated 28.5.51.

2. The D.A. has submitted the following proposals:

(a) Conversion of the existing post of one store-clerk into that of a clerk-cum-typist,

(b) Sanction of an additional post of peon on Rs.18-25 p.m, and

(c) Purchase of a typewriter.

Item (a) above: The Govt. accept this proposal and direct that the post of a ~~existing~~ store-clerk sanctioned for Paddy Breeding Station, Mangalore be converted into that of a clerk-cum-typist with effect from the date of purchase of a typewriter for the station.

The D.A. is informed that while submitting proposals for the continuance of the post as that of a clerk-cum-typist, he s furnish statistics of the number of pages typed.

Item (b) above: The Govt. also accept this proposal and sanction the employment of an additional peon for the Paddy Breeding Station, Mangalore from the date of appointment upto 14.5.52, when the present sanctio

P.T.O.

FOOD & AGRI.(L) DEPT.

Extract from notes bearing C.No.28087 L/51.

x x x

With reference to the proposal for the sanction of a typewriter and two peons for the paddy, breeding station at Mangalore, it is submitted that 'K' Section is concerned. Necessary extracts may be given to that section for disposal after approval by U.S.

Ed 9/5/51

"The purchase of a typewriter will depend upon the conversion of the Store-clerk into clerk-typist. Hence orders on the question of conversion of the post, purchase of typewriter and sanction of the peons may issue separately in 'K' Section. Extracts may be given to them. As the sanction for the existing staff expires on 15.5.51, the draft order on p.1 above may issue after acceptance by Fin.

M.S."
3.5.51.

"Why should 'K' have ~~arranged~~ anything to do with the sanction of 2 peons".

N.J.K.
3.5.51.

x x x

'K' Section.

With reference to 'A' above it is submitted that action has to be taken in this section on the following points:

(1) Conversion of the post of a store-clerk into the post of a typist;

(2) Sanctioning of an additional post of one peon only; and

(3) Purchase of a typewriter.

In the circumstances reported by the D.A. these proposals may be supported. It is submitted that it seems desirable to issue a consolidated order on all the proposals of the D.A. in the c.f. for the sake of coordination. The 'L' Section may therefore consider the question of issuing a consolidated order particularly because the proposals of the D.A. are not very complicated. If they are not agreeable to this suggestion relevants extracts may be given to this section as suggested at 'A' above. For orders.

'L' may give relevant extracts to K.

N.J.K."
4.5.51.

ADDITIONAL ASSISTANT SECRETARY 8 MAY 1951 FOOD AND AGRICULTURE DEPT.

(True Copy)

3277U

Superintendent 7/5/51

Food (ABS) (A) Deptt

Please see copy of the D.Os letter on file and the extracts of notes on flabove. Action has is to be taken on the points referred at 'A' on flabove.

Item (1) on flabove. If you please see the letter of even No. 80 F&A. dated 10/1/50 the post sanctioned inter alia the post of a Store-clerk. The D.A has now proposed that the above post may be converted into that of a typist. The extra expenditure involved in the cost proposal of the D.A. is stated to be Rs. 120/-. The D.Os proposal may be accepted. For orders [I. section is taking action for the continuance of the staff sanctioned in U.O No. 80 F&A dt 10/1/50]

ADDITIONAL DEPUTY SECRETARY 21 MAY 1951 FINANCE DEPARTMENT

Item (2) on flabove: In para 5 of the letter in the ref. the D.A. has explained the need for the sanction of an additional peon for the Paddy Breeding Station. The additional expenditure involved is Rs. 1.32 | para 5 on flag For orders whether the D.Os proposals may be accepted.

may be accepted

Item (3) on flabove The D.A. has not stated whether a type-writer is available with Supdt of post. stationery, Madras. He may perhaps be asked to consult the Supdt of stationery as to the availability of a typewriter and then address the post. for sanction. For orders

'A' on flag we may find out directly from Supdt Stationery

As there will be need for a typist only after the provision of a typewriter, the D.A. may be informed that the post of a Store-clerk shall be converted into that of typist only after the type writer has been provided. For orders.

Finance may see for remarks.

Finance E II

The following proposals are dealt with in this file:-

(1) conversion of the post of store clerk in the Paddy Breeding Station, Mangalore into a clerk-typist.

(2) Sanction of employment of an additional peon

(3) Purchase of a type-writer for the station.

Proposals (1) ~~(2)~~ above: At present there is no typist in this Station. As the D.A. has stated there is increase of work in fair-copying, this department may agree to the employment of a typist, subject to the remark that the D.A. be informed that, when submitting proposals for the ~~contrivance~~ Continuance of the post of typist, he should furnish statistics of the number of pages typed. The purchase of a typewriter may also be agreed to.

Proposal (2) above: There are at present only 2 peons in the station. According to G.O.No.326, Finance, dated 5.4.48, the Paddy Specialist, being a Gazetted Officer, is eligible for 1 peon for personal attendance and the Office is eligible for 2 peons. Therefore, this department may agree to the employment of an additional peon.

(The extra cost involved works out to about Rs.700/-pa)

Food & Agl. (K) Deptt

The notes of the department on ~~pp~~ 1-2 above and the note of Finance above may be perused. Finance have agreed to the proposals detailed at A on pl above. A draft order is submitted for approval.

As regards k on f. 2 above a draft memo to the Superintending Stationery is submitted for approval. Further action regarding the sanction for the purchase a typewriter may be pursued after taking relevant extracts from this file.

The ~~Draft~~ Govt. may issue.

THIRD ASSISTANT SECRETARY TO GOVERNMENT
30 MAY 1951
FOOD AND AGRICULTURE DEPARTMENT

38398